

Bulletin Number	15890BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	GROUPS MAINTENANCE WORKER II
Exam Number	R0354A
Filing Type	Open Continuous
Filing Start Date	02/12/2013
Salary Type	Monthly
Salary Minimum	\$2611.09
Salary Maximum	\$3411.82
Position/Program Information	Performs skilled gardening, grounds, and greens maintenance, and building custodial work, or has responsibility for leading others performing routine maintenance and custodial functions. Positions allocable to this class report to a Grounds Maintenance Supervisor, Senior Grounds Maintenance Worker, or Beach Maintenance Supervisor and are responsible for leading and participating in the work of from one to three grounds maintenance workers. Positions allocable to this class also independently perform a full range of grounds maintenance tasks, requiring a working knowledge of horticultural techniques and the ability to train others in the use of grounds maintenance equipment and techniques.
Essential Job Functions	<p>Leads and participates in the work of a crew performing grounds and greens maintenance activities such as planting, cultivating, mowing, edging, weeding, spraying, fertilizing, and renovating park and public building lawns, and bowling greens, and cultivated areas adjacent to County beaches.</p> <p>Operates sprinkler systems including cleaning, adjusting and replacing sprinkler heads.</p> <p>Oversees and participates in the performance of custodial work such as sweeping, mopping, and waxing floors, washing windows, emptying waste baskets and cleaning restrooms and other facilities at parks, and beaches.</p> <p>Independently prepares, mixes, and applies non-restricted pesticides; may apply restricted chemicals under supervision of a licensed applicator.</p> <p>Maintains tools, equipment, and work records.</p> <p>Orders materials, supplies, and equipment.</p> <p>Prepares written reports as required.</p> <p>Sets up and dismantle tables and chairs at various public facilities as needed.</p>

Has responsibility for leading court referral, general relief or other temporary workers assigned to grounds maintenance and custodial tasks as needed.

Drives automobile equipment to and from work sites as needed.

Requirements

MINIMUM REQUIREMENTS:

One year's experience in grounds maintenance, gardening, or nursery work at a publicly used facility.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions may be required.

Examination Content

This examination will consist of TWO (2) parts:

PART I: A Job Knowledge written test covering Basic Grounds and Landscape Maintenance Knowledge, Mechanical Aptitude, Reading Comprehension and Safety Practices weighted at 40%.

PART II: A computerized Work Style Assessment (WSA) covering Following Instructions, Achievement Orientation, Dependability and Conscientiousness weighted at 60%.

This examination contains test parts that may be used in the future for new examinations. Upon application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least a year.

NOTICE OF WRITTEN TEST ADMITTANCE LETTERS MAY BE SENT VIA EMAIL.

Candidates are responsible for providing a valid email address that can receive mail from hr.lacounty.gov.

Exam scores will be mailed via United States Postal Service (USPS). Written test scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the examination in order to be placed on the Eligible Register.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENTS TESTS

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:
<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website: http://www.shldirect.com/practice_tests.html

While test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Department of Beaches and Harbors, and Department of Parks and Recreation.
Eligibility Information	<p>Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.</p> <p>The names of the candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.</p> <p>NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.</p>
Available Shift	Any

Application and Filing
Information

FILING WILL BE SUSPENDED AFTER THE FIRST 500 APPLICATIONS ARE RECEIVED. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.

APPLICATIONS WILL BE ACCEPTED STARTING TUESDAY, FEBRUARY 12, 2013 AT 8:00 A.M.

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

To apply online, please click the link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=15890BR

You can also track the status of your application using the system. Please submit your application as soon as possible, as filing may close without notice.

Fill out the application completely and correctly to receive full credit for any related job experience you include. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-351-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Building Crafts/Facilities Maintenance
Job Type	Service/Maintenance